

**Comptroller's Directive No. 3-08**  
**Attachment 4**  
**2007 Off- Balance Sheet Financial Obligations**

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**Purpose**

During the 2007 General Assembly Session, legislation was passed (*Code of Virginia*, §[2.2-813.2](#)) requiring the State Comptroller to report off-balance sheet financial obligations of the Commonwealth. As can be seen in the text, the term off-balance sheet financial obligation is utilized. Given the general nature of this terminology, a broad examination of the Commonwealth's financial commitments is appropriate.

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**Applicable agencies**

All agencies **must** complete this attachment.

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**Due date**

**July 17, 2008**

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**Certification**

The **Certification** tab requires all preparers and reviewers to type their name on this form. Please note that there should be a segregation of duties; therefore, the preparer and the reviewer should not be the same individual for any tab. By typing a name, the individual is certifying that all tabs of this attachment have been reviewed, the information is both complete and accurate, and the preparer and reviewer were not the same individual for any tab.

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**Submission requirements**

Contact DOA if the agency has any problems with the spreadsheets.

**After downloading the files, rename the spreadsheet file using the agency number followed by Att4.** For example, agency 151 should rename its Attachment 4.xls file as 151Att4.xls.

**Submit the Excel spreadsheet electronically to**  
**[finrept-agvatt@doa.virginia.gov](mailto:finrept-agvatt@doa.virginia.gov).**

**Copy APA via e-mail to [APAFinRept@apa.virginia.gov](mailto:APAFinRept@apa.virginia.gov).**

**Do not submit paper copies of these Excel spreadsheets.**

For your convenience, the yellow contact information cells have been linked to the remaining tabs. However, they remain unlocked to allow for more than one preparer to complete the attachment.

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**Definitions**

**Balance Sheet** – For purposes of this attachment, balance sheet is referring to the amounts that were reported in the Comprehensive Annual Financial Report (CAFR) as of June 30, 2007. This information was obtained from CARS reports and directive submissions (attachments and supplemental information) and does not need to be resubmitted.

**Off-Balance Sheet Financial Obligations** – For purposes of this attachment, any amount for which the Commonwealth is committed to disburse funds or pledge revenues in future periods as of June 30, 2007. While these amounts do not meet the accounting definition of a liability and are excluded from the balance sheet, they do represent financial obligations of the Commonwealth for future periods. The obligations reported should not represent the normal, ongoing future costs of performing the agency's functions.

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**Approach**

DOA has identified different categories of off-balance sheet financial obligations that require consideration for inclusion in the report. Certain categories are evidenced by a signed agreement for which the Commonwealth has agreed to pay for goods or services to be provided in the future (i.e., operating leases and construction commitments) and are disclosed in the financial statement notes. These amounts are generally obtained through statewide financial systems or supplemental directive reporting requirements from selected agencies. These amounts should only be included in this attachment if they are not otherwise reported in the directive.

In other instances, the Commonwealth is committed to pay for future outflows, but these amounts have not been reported in the financial statement notes because they have not met the accounting definition for financial statement disclosure (i.e., WTA and federal match requirements). These amounts should be included in this attachment.

Other obligations fall into the ongoing operations category. Public education, Medicaid, TANF, prisoner incarceration, and many other programs throughout the state budget represent on-going obligations of state government. DOA will attempt to meet the reporting requirements for these “obligations” through use of information obtained from central agencies like DPB and DGS.

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**Additional  
considerations**

As mentioned above, DOA will use information available centrally to identify as many off-balance sheet financial obligations as possible. DOA has identified certain off-balance sheet financial obligations for which agency input is required. A listing of the types of obligations DOA has identified follows. Please be aware that this list may not be all-inclusive, and agencies should include any additional items deemed necessary based on the **Definitions** and **Approach** described previously.

- Operating Leases (only include amounts not reported in LAS or via directive submissions as of June 30, 2007)
  - Construction or other commitment contracts - legal or other formal arrangement exists (only include amounts not reported via directive submissions as of June 30, 2007)
  - Other project commitments - agency is committed to a project, but no formal agreement exists
  - Public-private Partnership Agreements
  - Federal match requirements
  - Questioned Federal Costs
  - Termination Benefits
  - Pollution clean-up site costs (mandatory or voluntary) - examples include Chesapeake Bay clean-up or EPA superfund sites
  - Potential legal case settlements - likelihood that the Commonwealth will have to pay out funds once the case is settled
  - Court-ordered requirements - court orders that require the Commonwealth to take action that would likely have monetary implications
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**Completing  
the  
attachment**

Cells that require input are shaded in light yellow.

<b>Step</b>	<b>Action</b>
<b>1</b>	Enter the agency number and the agency name will appear. In addition, other agencies that the agency is responsible for will populate.
<b>2</b>	Item numbers are provided as a control number for each entry made by the agency. If additional lines and item numbers are needed, contact DOA.
<b>3 &amp; 4</b>	Type in or use the drop down to choose an agency number, the name will appear after choosing an agency number in step 3.
<b>5</b>	Provide the type of off-balance sheet financial obligation. Refer to the <a href="#">Additional Considerations</a> above.
<b>6</b>	Provide a description for the off-balance sheet financial obligation.
<b>7</b>	Provide the source for the amounts provided.
<b>8</b>	Enter the amount of the for the off-balance sheet financial obligation.
<b>9</b>	Since this survey is to obtain off-balance sheet financial obligations, this question is to ensure that total obligations reported in step 8 do represent off-balance sheet amounts. The anticipated answer to this question is "no" because the step 8 amounts should represent amounts that are not required by GAAP to be reported as a liability as of June 30, 2007.
<b>10</b>	In the event that an obligation is identified that was recorded as a GAAP liability, the obligation amount needs to be identified to prevent duplication of information in the CAFR and the off-balance sheet obligation report.
<b>11</b>	If a liability is identified, this information will assist DOA in the compilation process.
<b>12</b>	If an off-balance sheet obligation exists, but the amount cannot be readily determined, please provide a brief explanation for why the amount cannot be quantified.

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